Meeting	Date
IPAB Staff Meeting	Thursday, 18th August 2022

Attendees
Ram Ramamoorthy (RR) – chair
Stefano Albrecht (SA)
Hakan Bilen (HB)
Bob Fisher (BF)
Eilidh Guild (EG)
Michael Herrmann (MH)
Alex Lascarides (AL)
Chris Lu (CL)
Cristian Novotny (CN)
Joanne Pennie (JP)
Laura Sevilla-Lara
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Kirsten Unwin (KU)
Amir Vaxman (AV)
Sethu Vijayakumar (SV)

Apologies: Mohsen Khadem, Ruaridh Mon-Williams, N. Siddharth,

Place	Time
G.03, IF	2pm

1. **Minutes of last meeting**

   Minutes from the last meeting were agreed as accurate.

2. **Matters arising**

   No matters arising discussed.

3. **School Health and Safety Manager – Eilidh Guild**

   Welcome to Eilidh who joins us as School Health and Safety Manager (covering IF and AT).

   - Eilidh reminded the group that when the fire alarm sounds, immediate evacuation is required (only exception is Thursdays at 11:30am when the fire alarm is tested).

- Travel Risk Assessment process – there are plans for training/workshops around TRA's, look out for more details to issue in due course.

4. Arrivals and departures

<u>Faculty</u>
Welcome to Amir Vaxman, newly appointed reader for IPAB. Amir will be based in room 1.24, IF.

<u>Research Associates</u>
Evripidis Gkanias – supervisor: Barbara Webb
Yihe Lu – supervisor: Barbara Webb
Osmar Cedron Huarcaya – supervisor: Kartic Subr

5. New grants and proposals, research opportunities

No new grants reported.

6. Budget and resources

<u>Research Services - Finance Team</u>

- Head of Research Services - Kirsten Unwin
  Welcome to Kirsten who joins the School as Head of Research Services (role previously held by Janet Ball).

- Port-folio Manager – Joanne Pennie
  Joanne leaves her role as port-folio manager on 23rd September to take up a new role out with the School. No announcement yet about a replacement.

- Finance Administrator – Karolin Reh
  Welcome to Karolin Reh who joins the School as finance administrator (role previously held by Anila Asif).

Budget

<u>Diversity Travel invoicing</u>
When using the Diversity Travel self-service process, the invoice is sent only to the booker. The group were reminded they must send these invoices onto the finance administrator. (finance-research@inf.ed.ac.uk)

<u>Financial coding</u>
As part of the launch of the new finance portion of People and

Money, finance codes will change. There are no details as yet, these will issue in due course once the changes are known.

Travel Funding Policy

- £2000.00 cap for international travel (incl. registration costs)
- £1250.00 cap for EU/UK travel (incl. registration costs)
- CDT/Industry students have separate funding pots
- Rising registration and travel costs are a concern – students need to explore all funding opportunities such as volunteering at the conference.
- Additional journal printing costs should be considered in advance.

Ram will issue an email to IPAB highlighting the main travel funding policy points. **Ram**

7. Business development

Smarter AI – working with Chris Lu, possible PhD studentship
SMC Neumatics – exploring system design project
NSI Act – important to consider implications for all international collaborations
Cristian is helping Ram and Sethu with other industrial collaboration discussions

CDT
Cristian has been in discussion with Heriot Watt colleagues regarding industry support. £10.5million awarded last time, hoping for a similar figure this time. Cristian is compiling a list of companies to approach.

8. IPAB webpage

News items and web updates should be sent to the admin team to action.

People pages/Student list require updating – Steph to liaise with HR & IGS and update where necessary. **Steph**

9. Teaching

There were no teaching updates.

10. IPAB space

No space issues raised.

11. IPAB seminars and workshops

Steph is currently working on the new schedule. Details of allocated talk dates will follow in due course. | **Steph**

12. Student issues

Apologies from Ruaridh. No student items discussed.

13. Admin issues

Student Review Meetings
The 2022 student review meeting needs to be scheduled – Steph to liaise with Ram and Mary. | **Steph**

14. Socials

IPAB BBQ
The next IPAB social is scheduled for Friday, 2nd September. The BBQ will take place in MF2 from 3pm onwards to which all members of IPAB are invited.

15. Directors business

Lab Manager recruitment
Interviews will be held in the coming weeks. This will be an IPAB wide role. Charging lab manager time should be considered for all grants/proposals.

Recruitment
Strategy Committee have approved recruitment of Chair position in the area of Robotics. Ram is currently working with Joy to prepare for College approval. Hoping to be in the recruitment phase mid to late 2023.

16. A.O.B

School of Informatics/School of Engineering network event.
Taking place 26th September in the Bayes Centre, hosted by Stefano, with an aim to create links, partnerships and strengthen relations between the Schools. This event will include talks from HoE and Directors.

17. Date of next meeting

Next meeting is scheduled for Thursday, 22nd September at 2pm.