
Meeting
IPAB Staff Meeting

Date
Thursday, 1st December 2022

Attendees

Ram Ramamoorthy (RR) – chair
Stefano Albrecht (SA)
Ruta Bader (RB)
Bob Fisher (BF)
Michael Herrmann (MH)
Kasia Kokowska (KK)
Serena Lambley (SL)
Changjian Li (CLi)
Chris Lu (CLu)
Ruaridh Mon-Williams (RMW)
Cristian Novotny (CN)
Laura Sevilla-Lara (LSL)
Steph Smith (SS)
Kartic Subr (KS)
Amir Vaxman (AV)
Sethu Vijayakumar (SV)
Barbara Webb (BW)

Apologies: Jodie Cameron, Steve Tonneu

Place
G.03, IF

Time
2pm

1. Minutes of last meeting

Minutes from the last meeting were agreed as accurate.

2. Matters arising

No matters arising.

3. Kasia Kokowska – Inf Comms

Kasia joined the group to share details of three inf comms initiatives:

Introduction to Science Communications and Media resource - not a training resource, but meant to help navigating various opportunities to communicate science to non-academic audiences.

InfGang – science communications group, consisting of PhD students and young researcher. Currently recruiting new members

Informatics Directory of Experts – (re-instating) shared with the colleagues in the University Press Office when they get media queries, helps identify the most appropriate person to contact.

Kasia will provide Steph with links/details on these initiative to circulate and share with the IPAB community.

KK/SS

4. Arrivals/Departures

Leavers

Daniel Gordon – leaves PDRA position at the end of December to take up a post with Huawei Berlin.

5. New grants, proposals and research opportunities

Proposals

Going Global Partnership application submitted – Sethu
CDT refresh bid under preparation - Ram

6. Budget and resources

People and Money (P & M)

Reporting functions of the new system are still very restricted. Portfolio managers and finance admin teams will continue to work on projections and with manually kept spreadsheets until full functionality resumes.

The current ways of working are very manual and timely, please allow for this when contacting Ruta.

Requisition approval has been removed from all IPAB grants on the system. This is an error which Ruta has raised with the central finance helpdesk. This means that currently whilst orders can be raised, they cannot be approved.

7. Business Development

The CDT conference took place last week. Final attendee numbers have not yet been confirmed but 125 registrations were submitted.

IPAB specific projects currently include:

Scottish Power (Chris Lu)
Honda Research Institute (Sethu Vijayakumar)
Kawada (Sethu Vijayakumar)
Meta (Taku Komura)
D UK (Sethu Vijayakumar)

8. IPAB webpage

EU Best project award (MEMMO) – Sethu Vijayakumar

9. Teaching

Duty allocation – ongoing, during Dec-Jan, with a view to finalising all duties for 2023-24 by Feb 23. Details to follow.

Amir confirmed that the proposed Computer Graphics course was approved at Board of Studies.

10. IPAB space

Building access hours

It has been proposed that the restricted building hours policy which was put in place during the pandemic becomes a permanent arrangement. This would mean access to Informatics buildings would be from 06:30am – 10pm only (cards will cease to work out with those hours). This covers the Forum, Wilkie and AT.

There are no details yet on how such a policy will be managed. If anyone has concerns how this would affect their groups, students or research, please advise Ram who will feedback concerns/discuss the possibility of IPAB exceptions.

11. Student issues

There were three main points raised:

Finance – lack of clarity

Ram issued an email to IPAB students explaining what the institute funds are and when and how application forms can be submitted.

Well-being

More clarification needed on what the students would like to see in place around this issue. Ruaridh will discuss with students further. One good approach would be to have a discussion around a social event.

Socials

A series of informal monthly socials have been scheduled, with the first taking place on Friday 2nd December. Ruaridh will advertise the events accordingly.

12. Admin issues

Ram met with Kasia Stoinska (Admin Team Manager) and Eddie Wilkinson (Operations Manager) to discuss current admin arrangements.

13. Socials

The IPAB festive celebration will now take place on Monday, 5th December from 3pm at The Sheep Heid Inn (Causewayside).

14. Directors Business

Lab Manager

The start date for the newly appointed lab manager is still 1st January 2022, this is dependent on the progress/speed of the VISA application process.

Recruitment

University Teacher recruitment is ongoing, advertisement to be issued in the new year.

We will advertise for a Chair in Robotics in Feb-Mar 2023 timeframe. We would like to invite likely candidates to give invited seminar talks, so we can discuss the opportunities with them. Please send suggested names to Ram.

ALL

Chancellor Fellows recruitment

Chancellors Fellows short listing taking place 14th December. Nearly 100 applications received, related to Informatics.

15. A.O.B

16. Date of next meeting

Next meeting is scheduled for Thursday, 26th January 2023.