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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 25<sup>th</sup> February 2021

**Attendees**

Ram Ramamoorthy (RR) (Chair)  
Stefano Albrecht (SA)  
Keith Edwards (KE)  
Bob Fisher (BF)  
Michael Herrmann (MH)  
Vlad Ivan (VI)  
Mohsen Khadem (MK)  
Taku Komura (TK)  
Serena Lambley (SL)  
Anna Lantouri (ALan)  
Zhibin Li  
Chris Lu (CL)  
Michael Mistry (MM)  
Sid Narayanaswamy (SN)  
Cristian Novotny (CN)  
Steph Smith  
Kartic Subr (KS)  
Steve Tonneau (ST)  
Barbara Webb (BW)  
Apologies: Joanne Pennie, Jodie Cameron

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**Place**  
MS Teams

**Time**  
2pm

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**1. Minutes of last meeting**

Minutes of the last meeting were agreed as accurate.

**2. Matters arising**

Slides

All staff should send Ram updated slides of their research description. Ram will participate in series of talks aimed at PGR students, the slides can be used to introduce/describe the institute.

Welcome event

Remain as outstanding action – Government restrictions will determine when this can take place.

**ALL**

Lab access

Ram will contact Joy to discuss the pressing need for out of hours lab/Bayes access.

Ram

**3. Arrangements for Covid-19**

No change to current Government/University guidelines and the School remain in the same situation as last meeting.

Access to the Forum or Bayes remains strictly for approved persons who have completed the induction process which is currently managed by the facilities team (with additional health and safety procedures in place within the IPAB labs – managed by Vlad).

If access is required for outside personnel (external contractors etc), this must be agreed with and arranged in advance by the facilities team.

**4. Arrivals and departures**

New Staff

Suzanne Perry joins TAS Node as Project Co-ordinator with effect from 1<sup>st</sup> March.

Internships/Alumni news

It was suggested and agreed that student internship news and alumni details should be documented.

Steph to collect details of students and their locations from staff in the first instance. Further discussion will be required how this information is stored and shared.

Steph

**5. New Grants and Proposals**

Barbara – 5 year EPSRC Established Career Research Fellowship – Insect Inspired Robot Grasping, starting September 2021, based in Edinburgh.

**6. Budget and Resources**

Apologies received from Joanne. No budget update from last meeting.

Internships

Ram will be looking at summer internship possibilities and will discuss further with Joanne. Update will follow in due course.

## 7. Business Development

Honda Research Institute – small research project finalised – Sethu

Royal Mail – Cristian is exploring possible collaborations/feasibility studies

Una Europa – 8 European Universities working together on joint programmes/student exchange programmes. 10 day Hackathon in April based on impact of digital revolution, if anyone is interested in being involved, please speak to Cristian by 26<sup>th</sup> Feb – Ram

### Export control

Keith presented extracts from the export control procedure document (produced by University).

- Penalties for not adhering to the rules can include disciplinary action from employer, substantial fine and/or a jail sentence.
- Compliance rests with the person doing the importing, not the employer.
- Includes students and researchers, who are expected to read and understand guidance (seek advice from Research Office if research is likely to be affected and export control may apply).
- Licensing need may now be greater due to Brexit.
- 'Exporting' can include material and content stored on laptops/devices which are travelling outside the country with a person.

A longer discussion is needed to cover this subject and the questions it raises. Keith to liaise with Steph to schedule a time and date.

## 8. IPAB webpage

IPAB news items and web changes should be sent to the admin team to action.

**Steph/  
Keith**

- Ram – Undergraduate national conference talk (surgery and trauma)

## 9. Teaching

### PhD Funding

Bob to send email to initiate institute level email discussion surrounding the policy.

**Bob**

### Decolonising the Curriculum

This procedure will now be called Inclusivity Impact Assessment to reflect a wider approach on the considered problems.

### Teaching allocations

All staff should now know what their teaching and admin duty allocation is, if there are any questions, staff can contact Ram.

## 10. IPAB space

No issues raised.

## 11. IPAB workshops and seminars

Successful paper/practice talks suggested and agreed as a good opportunity for students to share their work and receive feedback prior to their event.

Ram will liaise with Kartic on best way to take this forward.

**Ram/  
Kartic**

## 12. Student Issues

Keyhan not present – no student issues raised.

### Extension requests

Limited access to hardware/equipment has contributed to delays for students. Extension requests can be submitted for consideration (dependant on circumstance).

Bob will liaise with the Dean for further clarification.

**Bob**

## 13. Admin issues

No issues raised.

## 14. Socials

No socials planned at this time due to restrictions in place. Will re-

visit when government guidelines allow.

## **15. Directors Business**

### MSc programmes

Discussions are taking place around plans to update the MSc programmes – further discussion will follow at a later date when more details are known.

## **16. Date of next meeting**

The next meeting is scheduled to take place 25<sup>th</sup> March 2021 at 2pm.