
Meeting
IPAB Staff Meeting

Date
Thursday, 26th January 2023

Attendees

Ram Ramamoorthy (RR) – chair
Ruta Bader (RB)
Jodie Cameron (JC)
Michael Herrmann (MH)
Mohsen Khadem (MK)
Serena Lambley (SL)
Alex Lascarides (AL)
Changjian Li (CLi)
Chris Lu (CLu)
Steph Smith (SS)
Kartic Subr (KS)
Amir Vaxman (AV)
Barbara Webb (BW)

Apologies received from: Stefano Albrecht, Steve Tonneu, Sethu Vijayakumar, Bob Fisher, Ruaridh Mon-Williams, Cristian Novotny,

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. Arrivals/Departures

New arrivals

Wenqian Du – Research Associate (SLMC)
Supervisor: Sethu Vijayakumar

Research Associate representation

It was noted that there is currently no RA representation at the staff meeting. The group were asked for suggestions. Barbara will ask one of her RA's if they wish to take on the role.

BW

4. New grants, proposals and research opportunities

Proposals/expressions of interest

CDT refresh bid – to be submitted in Feb (Ram leading UoE and Helen leading HW).

5. Budget and resources

No significant updates on budget.

There are still no reporting facilities available through P & M, finance colleagues continue to rely on manual records.

£17k - potentially available for summer internships.

6. Business Development

Apologies from Cristian.

7. IPAB webpage

Steph to ensure the people pages are up to date.

SS

8. Teaching

Allocation of duties

The next meeting is scheduled to take place Tuesday, 31st Jan. Relevant updates/communications will issue at School level.

Board of Studies/Committee representatives

The group were reminded that staff who serve as representatives on committees and boards are expected to attend the meetings and feedback relevant information to their group/institute/school. These duties associated with these roles should be treated as required, not optional.

9. IPAB space

Lab manager

Delayed start date – anticipated start now 1st March 2023.

10. IPAB seminars

Invitations for external speakers are encouraged.

11. Student Issues

Apologies from Ruaridh.

Student engagement

Institute socials are supported and encouraged – Ruaridh has taken the lead on arranging events, with advice from Steve T from the academic staff. Supervisors/academics should make efforts to attend these events when possible.

Events out with the Forum were suggested (example, out for Pizza/food), to encourage attendance. For external events, it was noted that finance admins should be consulted first to ensure purchase order procedures are followed etc.

12. Admin issues

No issues.

13. Socials

No issues.

14. Directors Business

Head of School

Jane Hillston's term as HoS finishes in June. The recruitment process to appoint a replacement has begun with interviews expected to take place in April. Staff (both academic and professional services) are encouraged to attend candidate talks, and to actively participate in feedback opportunities.

Recruitment

Chair in Robotics – ongoing. Ram continues to welcome possible candidate suggestions. We are trying to organise talks in March/April, and hope to start advertising in the same timeframe.

15. A.O.B

National Robotarium

This will be added as a standing agenda item going forward.

16. Date of next meeting

Next meeting is scheduled for Thursday, 23rd February 2023 from 2pm.