
Meeting
IPAB Staff Meeting

Date
Thursday, 28th June 2018

Attendees

Barbara Webb (BW)
Bob Fisher (BF)
Hakan Bilen (HB)
Ram Ramamoorthy (SR)
Alex Li (AL)
Sethu Vijayakumar (SV)
Michael Mistry (MM)
Ruta Bader (RB)
Jodie Cameron (JC)
Steph Smith (SS)

Place
1.16, IF

Time
2pm

1. Minutes of last meeting

Minutes from the last meeting were agreed as accurate. No amendments required.

2. Matters arising

No issues raised.

3. Arrivals and departures

Staff

Guiyang Xin - Research Associate – Michael Mistry

Visitors

Marcelo Saval Calvo – visiting from University of Alicante (host: Bob Fisher)

Antoine Bartrand – visiting from Grenoble (host: Bob Fisher)

Andres Fuster Guillo- visiting from Alicante (host: Bob Fisher)

Chancellor Fellow post

Four candidates interviewed, offers made to 2 (1 engineering and 1 Informatics). Formal acceptances to be received.

IPAB lecturer post – Laura Sevilla-Lara

Barbara to follow-up on Laura's start date.

BW

4. New Grants and Proposals

ATI Fellowship

Sethu will take up a 50% fellowship with ATI (2 years initially with the possibility of a renewal). Based in STI Hib in Edinburgh.

GIIM visit

10 members from Guangdong Institute of Intelligent Manufacturing (GIIM) attended the Forum on 27th June for a Workshop of Joint Research Projects.

The group agreed that IPAB will initially present one 2-3 page research proposal for GIIM funding - Alex will issue a summary of the visit to IPAB colleagues and will take the lead on action required.

AL

CDT

31st July deadline – feedback welcomed (to Michael Mistry)

Company recommendation letters are required (Google Zurich already submitted).

5. Budget and Resources

Institute budget remains in a healthy position.

Ruta and Barbara to meet to discuss budget issues further, including carry forward position and spend deadlines.

BW & RB

Student internship

Opportunity for student internships still open. If anyone would like to explore an internship possibility further, please contact Ruta to discuss.

Technician/Lab manager vacancy

Post graded at UoE 8. Previously advertised with low response numbers. If anyone can recommend potential candidates, let Sethu know.

3D Printer

A 3D printer has been purchased and is located in the Valkyrie lab. This equipment is open to IPAB colleagues to use.

6. Business Development

Apologies received from John McAleese.

7. IPAB webpage

Michael M – Goodwood Festival of Speed, 12-15 July, Chichester (ANYmal).

Alex - GIIM visit

Webpage banner

Level admin office to liaise with Inf Comms Team to update the IPAB webpage banner (using the same photos as the new IPAB conference banner).

SS

8. Teaching

Michael M teaching allocation still not confirmed. Michael will contact Stuart directly.

MM

Alex to contact Stuart to discuss taking over Sethu's 5 point courses.

AL

Barbara will contact Stuart for a full breakdown of IPAB teaching allocations.

BW

9. IPAB space within the new building

Current timeline for moves:

- Equipment - 14th August
- People - 24th August
- Inspace – mid-September

Visitor space

Lack of allocated visitor space within the new building has been raised as an issue. Bob has emailed Martin detailing the issue, awaiting response.

10. IPAB workshops and seminars

Simon Smith has been appointed as the new workshop co-ordinator.

A new schedule will issue In due course.

SS

11. Student Issues

Apologies received from John. No issues raised.

12. Admin issues

No issues raised.

13. Socials

The IPAB summer BBQ was held on 7th June – the event was well attended.

IPAB welcome event

Next event will be the IPAB Welcome event (possibly join with CDT as in previous years) Steph to liaise with Barbara/CDT in due course to arrange.

SS

14. Directors Business

Procurement procedure

Barbara has scheduled a meeting with Alistair Scobie and Martin Wright to discuss the current procurement procedure and the difficulties and issues this raises for IPAB.

BW

Procurement success stories when raising orders via the admin office were shared – with Heather's efforts in particular appreciated. Barbara agreed the speed in which orders were raised via the admin offices/users directly in comparison to going via the procurement route will be raised at the meeting.

Delays occurring due to system approvals routes/approver leave etc, should be reported to Ruta. Where possible, a work-around will be sought to ensure an order can be processed in the absence of an approver.

15. AOB

Robot Museum

Bob will attend a meeting regarding the robot museum on Wednesday, 4th July. If anyone has anything to put forward, let Bob know.

City Deal

Both UoE and HW courts now approved the deal, with final sign on 14th July expected.

Individuals will be responsible for any equipment they request/receive.

Those with equipment requests should re-visit the spreadsheet and update with more recent quotes (including VAT situation).

Technology and elderly living

Sethu will attend a meeting with Charlie Jeffrey to discuss the possibility of becoming involved in a project based around technology and elderly living. Sethu will feedback when the meeting has taken place and more details are known.

16. Date of next meeting

The next meeting is scheduled to take place Thursday, 26th July.

