

---

**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 25<sup>th</sup> June 2020

**Attendees**

Stefano Albrecht (SA)  
Keyhan Babarahmati (KB)  
Hakan Bilen (HB)  
Jodie Cameron (JC)  
Bob Fisher (BF)  
Vlad Ivan (VI)  
Mohsen Khadem (MK)  
Taku Komura (TK)  
Serena Lambley (SL)  
Zhibin Li (ZL)  
Cristian Novotny (CN)  
Ram Ramamoorthy (RR)  
Steph Smith (SS)  
Kartic Subr (KS)  
Steve Tonneau (ST)  
Sethu Vijayakumar (SV)  
Barbara Webb (BW) – Chair

---

**Place**  
MS Teams (online)

**Time**  
2pm

---

**1. Minutes of last meeting**

Minutes from the last meeting were agreed as accurate.

**2. Matters arising**

GPU

End of June time constraint - separate discussion required.  
Barbara will contact Ruta.

**BW**

**3. Arrangements for Covid-19**

Emergency building access

Requests for emergency access to offices/buildings can still be submitted through facilities team.

#### Re-opening of research labs

Expected re-opening date of 15<sup>th</sup> July, confirmation and detail will follow in due course. This applies to research labs only and priority will be given to those who are required to undertake urgent work with robots.

Vlad is currently working on a schedule system to allow for social distancing rules to be followed. There will be additional measures added to the lab health and safety procedures which are already in place (example, 1 way system introduced, enhanced cleaning requirements, etc).

Access cards remain disabled, those who are granted permission to return will need to have their access cards re-activated (admin team can do this, but will only apply changes where appropriate approval is in place).

#### **4. Arrivals and Departures**

With effect from July, Michael Mistry will work with Amazon 80%.

#### New arrivals - IPAB Academic staff

Chris Xiaoxuan Lu will commence his appointment with Sol with effect from September.

#### Lab manager vacancy

The vacancy for a lab manager is now live with a closing date of 24<sup>th</sup> July.

#### **5. New Grants and Proposals, Research Opportunities**

Alex – H2020 proposal submitted, Mobile Manipulation

Bob – H2020 proposal submitted

Ram – 2 trustworthy node bids, 1 Welcome Trust Award

#### **6. Budget and Resources**

Apologies from Ruta.

Institute still has money for small consumables and internships. Unspent funds left at the end of the financial will likely be taken back by school.

## **7. Business Development**

The Rofcom workshop was a success, taking place over 2 days, 17<sup>th</sup> & 18<sup>th</sup> June.

Work alongside Ram on UKRI node bids continues.

£600k – overall value of support currently in place.

## **8. IPAB webpage**

### News items

Ram – CODI talk

Ram - Engineering X Pandemic Preparedness Grant

Sethu – WAIC talk

## **9. Teaching**

All teaching staff should now know what their teaching allocation is, if there any questions, please let Barbara know.

## **10. IPAB space**

No matters raised (covered under co-vid section).

## **11. IPAB Seminars**

Workshops and seminars continue to run remotely and to schedule via blackboard.

## **12. Student issues**

IPUB continues to run, with Keyhan taking forward.

## **13. Admin Issues**

No admin issues raised.

## **14. Socials**

Where possible, social events which can be held virtually should continue to take place.

## **15. Directors Business**

No director business raised.

## 16. AOB

### Deputy Director of Grad School

With effect from August 2020, Mary Cryan will take over this role from Alex Lascarides.

### Student review meetings

The student review should be scheduled to follow the September staff meeting, 25<sup>th</sup> September from 3pm. Steph will action.

**SS**

Bob will liaise with Mary regarding what the approach to the reviews should be this year in light of the pandemic situation (extension applications etc).

**BF**

## 17. Date of Next Meeting

The next meeting is scheduled to take place Thursday, 30<sup>th</sup> July 2020 at 2pm (remotely if lockdown is still in place).