
Meeting
IPAB Staff Meeting

Date
Thursday, 25th March 2021

Attendees

Ram Ramamoorthy (RR) (Chair)
Stefano Albrecht (SA)
Keyhan Babarahmati (KB)
Bob Fisher (BF)
Michael Herrmann (MH)
Tim Hospedales (TH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Taku Komura (TK)
Serena Lambley (SL)
Chris Lu (CL)
Michael Mistry (MM)
Cristian Novotny (CN)
Joanne Pennie (JP)
Suzanne Perry (SP)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Apologies: Hakan Bilen, Jodie Cameron, Anna Lantouri,
Barbara Webb

Place
MS Teams

Time
2pm

1. Minutes of last meeting

Typo in item 7, bullet point 2 (importing to change to exporting).

Steph

2. Matters arising

Slides

Ram will circulate what he has and those who wish to submit edits can do so.

Ram

Lab access – out of hours

Ram has raised this issue with Joy – agreed in principle but a formal case must be submitted for out of hours access due to higher level risk assessment arrangements. Ram will take this forward – if anyone has any input, please let Ram know.

Ram

Internships/Alumni lists

2 responses received so far – all reminded to send Steph the details of internship and alumni locations.

3. Arrangements for Covid-19

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

Lab access

Lab access must be booked in advance. Instructions on this procedure have previously been emailed from Vlad. If there are any questions, please contact Vlad.

4. Arrivals and departuresNew Staff

Suzanne Perry – Project Co-ordinator, TAS Node

Departures

Gabriella Pizzutto – leaving end of March, will take up position in Liverpool.

5. New Grants and Proposals

No new grants or proposals to record.

6. Budget and Resources

Joanne reported that there has been no major changes or spends since the last presentation.

There is currently approx. £13,000 available between now and the end of the financial year which could cover conference attendance, seminars and internships.

Joanne is due to re-forecast for the 3rd quarter in April, which will reflect income change.

Conference fees

Student requests for IPAB funding to cover conference fees are encouraged, but should continue to be submitted in the usual way with the application form. The form can be found on the IPAB webpage or from the admin team.

Internships

It is anticipated that there will be 6 internship positions available this summer. If staff have positions available and would like to explore further, they should contact Ram to discuss.

The budget will allow for the funded positions for 2 months, based on full-time grade 3 or p/t grade 6 salaries.

1 of these positions will be reserved to take on teaching development.

7. Business Development

TAS Node: Waiting for Glasgow and KCL to respond to NDA to allow for industry engagement.

Supporting a potential KTP application (IPAB and engineering members). Company name, Barnone.

Exploring a project for robotic inspection of offshore mooring lines. Company called Rigmar. If anyone has an interest in this area, please let Cristian know. Cristian will submit more details.

Tim – Samsung, negotiating contract, dual lines of approval to work through. In progress.

8. IPAB webpage

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

Collating papers for large events

For large scale events where a number of institute papers have been accepted, a news item detailing the papers can be created and shared.

Details of ICRA, RAL, CVPR papers should be sent to Kartic to collate. Kartic will create Google doc.

9. Teaching

Advanced Robotics

Alex has been leading the planning process for an MSc in Advanced Robotics, which has been in the planning stages for quite some time now. Ram is scheduled to take this item to strategy committee to discuss the latest approach, based on which

Kartic

Alex should be able to prepare a case in the next couple of months.

IPAB curriculum

A review of the current IPAB curriculum is underway to ensure it remains current and pitched appropriately to maximise potential numbers. Discussions are ongoing with staff throughout the institute with broader consultations taking place in due course. An away day will follow in future when government restrictions ease. A strategy should be in place by summer to allow for implementation for next academic year.

Minf Degree

The Master in Informatics degree is to be reorganised. Any opinions/suggestions can be sent to Sharon or Michael.

10. IPAB space

Reminder to contact Vlad before purchasing items to make sure there is appropriate space available to house new equipment.

11. IPAB workshops and seminars

Encourage external speakers. The current schedule can be moved around to allow space – in the first instance, we will request student talks to be rescheduled to accommodate external invited speakers.

12. Student Issues

No issues raised.

13. Admin issues

No issues raised.

14. Socials

No socials planned at this time due to restrictions in place. Will revisit when government guidelines allow.

15. Directors Business

No issues raised.

16. Date of next meeting

The next meeting is scheduled to take place 29th April 2021 at 2pm. The export control session will follow from 3pm, delivered by Keith Edwards.