
Meeting
IPAB Staff Meeting

Date
Thursday, 26th November 2020

Attendees

Ram Ramamoorthy (RR) (Chair)
Stefano Albrecht (SA)
Keyhan Babarahmati (KB)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Serena Lambley (SL)
Anna Lantouri (AL)
Chris Lu (CL)
Michael Mistry (MM)
Cristian Novotny (CN)
Joanne Pennie (JP)
Ateph Smith
Kartic Subr (KS)
Steve Tonneau (ST)
Sethu Vijayakumar (SV)
Barbara Webb (BW)

Place
MS Teams (online)

Time
2pm

1. Minutes of last meeting

Minutes of the last meeting were agreed as accurate.

2. Matters arising

No matters arising.

3. Arrangements for Covid-19

No change to current University guidelines.

4. Arrivals and departures

New PhDs

Zhaole Sun – Supervisor: Zhibin Li

Thomas Corbères – Supervisor: Steve Tonneau

PDRA leavers

Michael Burke – Supervisor: Ram Ramamoorthy
(Michael Burke was lab leader – replacement required UPDATE:
Yordan Hristov has taken on role)

PhD leavers

Jan Stankiewicz – Supervisor: Barbara Webb
(Jan commenced RA position in IPAB with effect from 1st Dec)

5. New Grants and Proposals

Barbara – EPSRC fellowship, interviews scheduled for end January 2021.

Vlad – Chancellor Fellowship interview, early Dec 2020.

6. Budget and Resources

Joanne welcomed back as port-folio manager (Fiona Williams will also be involved with some IPAB portfolio management in the interim).

Expenditure budget

The next quarterly forecast is due to be submitted in January – Joanne will produce reporting template.

Update from Jane

The School met cost cutting targets, important to note that this does not rule out further cuts being made.

7. Business Development

Export control

Due to potential risks associated with the use of AI in weapons technology, export control is becoming an increasing issue.

PI's are personally responsible for ensuring due diligence is in place for all projects (the legal framework includes hardware, software and technology). As this is a legal issue, there are serious consequences where due diligence is not applied (large fines, imprisonment, reputable damage).

An independent reviewer should be sought for each project where this process is necessary – Sethu happy to help in this area.

Cristian can be contacted for further information and advice.

As this subject raises many questions, Ram will liaise with Keith Edwards to arrange a formal information session.

Ram

8. IPAB webpage

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

9. Teaching

Teaching allocation

Further discussion to be held in January regarding allocation of duties (teaching and admin responsibilities).

Plans for 2021

Initial plans are to return to normal but no final decision has been made/announced yet. Bjoern will issue updates as and when they are available.

Teaching Assistants

There are payment issues associated with non-UK based TA's. This is a complex area and all cases must be considered on an individual basis. Staff must ensure they have made the appropriate checks prior to offering TA roles.

10. IPAB space

Lab access

Vlad is now the main point of contact for lab access requests. Lab access does not operate the main turnstiles, this is still managed at School level.

Note: Under current guidelines, all cards remain disabled and reinstated access will only be granted after the induction process has been completed via Facilities team.

11. IPAB workshops and seminars

No issues raised.

12. Student Issues

Desk allocation

Due to an increasing shortage of PhD student desk space, the

allocation process is moving to a shared desk scheme.

- New PhD students will be on shared desk scheme
- Current students keep allocated desk
- Year 4's becoming year 5's will lose desk
- Those on shared scheme will be offered School laptop/home computer
- Special circumstances/students who require adaptations will be looked at on a case by case basis

This is a significant change which requires further discussion. Ram to liaise with Bob to arrange a staff meeting specific to this discussion.

Ram

13. Admin issues

No issues raised.

14. Socials

Ram will liaise with Steph on upcoming social events.

Ram

15. Directors Business

Servers issues

This remains a serious issue which is currently being considered at School level/Strategy Committee (Boris Grot and Jane). No other update at this stage.

16. Date of next meeting

There will be no staff meeting held in December. The next meeting is scheduled for Thursday, 28th January 2021 (Steph to schedule – this will be an extended meeting, more than the standard hour).

Steph